

**SUMMARY OF THE
QUALITY SYSTEMS COMMITTEE TELECONFERENCE
JULY 30, 1998**

The Quality Systems Committee of the National Environmental Laboratory Accreditation Conference (NELAC) met by teleconference on July 30, 1998, at 1 p.m. Eastern Standard Time (EST). The meeting was led by its chair, Mr. Joe Slayton of the U. S. Environmental Protection Agency. A list of action items is given in Attachment A. A list of participants is given in Attachment B. *The purpose of the meeting was to discuss some general issues and the approach for handling "detection limits" and "calibration".*

GENERAL ISSUES

General discussion topics were as follows:

- Plans for farewell to departing QS members.
- Plans for a meeting in Washington D.C. between EPA EMMC and NELAC Board, plus several NELAC Committees. Few specifics are available at this point except for EPA to explain PBMS implementation plans.
- Parking lot issues.
- Schedule for next QS meetings (all 1-3pm EST except as indicated): Aug 19 (12-2pm), Sept. 8, Sept 22, Oct 7. Note: August 25th may conflict with the EPA-EMMC meeting.
- General Operations: Distribution of QS member comments/materials/information (everything).

COMMENTS ON CHAPTER 5 SINCE NELAC IV

Discussion of written comments received since NELAC IV were deferred to the next meeting.

APPROACH FOR HANDLING "DETECTION LIMITS" AND "CALIBRATION"

QS had announced at NELAC IV that these topics would be given priority. Consensus was reached to explore (at least as a first effort/try) the development of essential performance criteria/elements for these topic areas, e.g., necessity for all aspects of an analytical method to be included in detection measurements and the requirement that measurement calibrations include calibration standards with concentrations which bracket the concentrations measured in samples.

ACTION ITEMS
QUALITY SYSTEMS COMMITTEE
APRIL 27, 1998

| Item No. | Action Item | Date to be Completed |
|-----------------|--|--|
| 1. | Mr. Slayton to coordinate with Mr. Fred Siegelman to provide needed information regarding farewell for departing QS participants. | |
| 2. | Mr. Slayton to send message to Mr. Ken Jackson requesting agenda items and other details regarding EPA EMMC and NELAC Board meeting. | |
| 3. | Mr. Slayton to send message to Ms. Jeanne Mourrain requesting time line for NELAC IV Session minutes, which includes the Parking Lot issues. | |
| 4. | Mr. Slayton to set-up with WIC regarding upcoming QS meetings. | |
| 5. | Mr. Slayton to assign a document number to all future mailings for ease of discussion. | |
| 6. | Mr. Slayton to distribute draft summary of the QS approach to detection limits and calibration. Mr. Slayton to distribute materials sent to QS on detection and calibration. Mr. Scott Siders to distribute materials on detection and calibrate he has received. All to review with emphasis on essential performance criteria that should be included in the standards. | |
| 7. | All to review/comments/opinions/information to be distributed to QS participants. Mr. Slayton to distribute QS committee participants mailing/Email information. | |
| 8. | Next QS teleconference | August 19 th at 12 p.m. EST |

**PARTICIPANTS
QUALITY SYSTEMS COMMITTEE
JULY 30, 1998**

| Name | Affiliation | Phone Numbers |
|---|---|--|
| Mr. Joe Slayton, Chair | USEPA, Region III, OASQA | T: 410-573-2653 F: 410-573-2698 E: slayton.joe@epamail.epa.gov |
| Ms. Mary K. Bruch | Mary Bruch Micro Reg. Inc. | T: 703- 589-1514 F: 703- 779-0267 E: |
| Mr. Ronald L. Cada (absent) | Colorado Department of Public Health and Environment | T: 303-692-3096 F: 303-344-9989 E: ron.cada@state.co.us |
| Mr. Raymond J. Frederici (absent) | Recra Labnet - Chicago | T: 708-534-5200 F: 708-534-5211 E: frederir@recra.com |
| Mr. Steve A. Getz (absent) | American West Analytical Laboratories | T: 801-263-8686 F: 801-263-8687 E: sagetz@aol.com |
| Mr. Clifford R. Glowacki | Ashland Chemical Company | T: 614-790-3482 F: 614-790-4284 E: cglowacki@ashland.com |
| Mr. Fred Haeberer (absent) | USEPA, ORD, QAD | T: 202-564-6872 F: 202-565-2441 E: haeberer.fred@epamail.epa.gov |
| Ms. Sylvia S. Labie | Florida Department of Environmental Protection | T: 904-488-2796 F: 904-922-4614 E: labie_s@dep.state.fl.us |
| Mr. David Mendenhall | | T: F: E: |
| Ms. Sheila Meyers (absent) | Texas Natural Resource Conservation Commission | T: 512-239-0425 F: 512-239-6307 E: smeyers@tnrcc.state.tx.us |
| Mr. Donovan R. Porterfield (absent) | Los Alamos National Laboratory | T: 505-667-4710 F: 505-665-5982 E: dporterfield@lani.gov |
| Mr. Scott D. Siders | Illinois Environmental Protection Agency | T: 217-782-4710 F: 217-524-0944 E: epa6113@epa.state.il.us |
| Mr. Fred Siegelman | | T: F: E: |